

USING NAVIANCE

A GUIDE TO REQUESTING TRANSCRIPTS

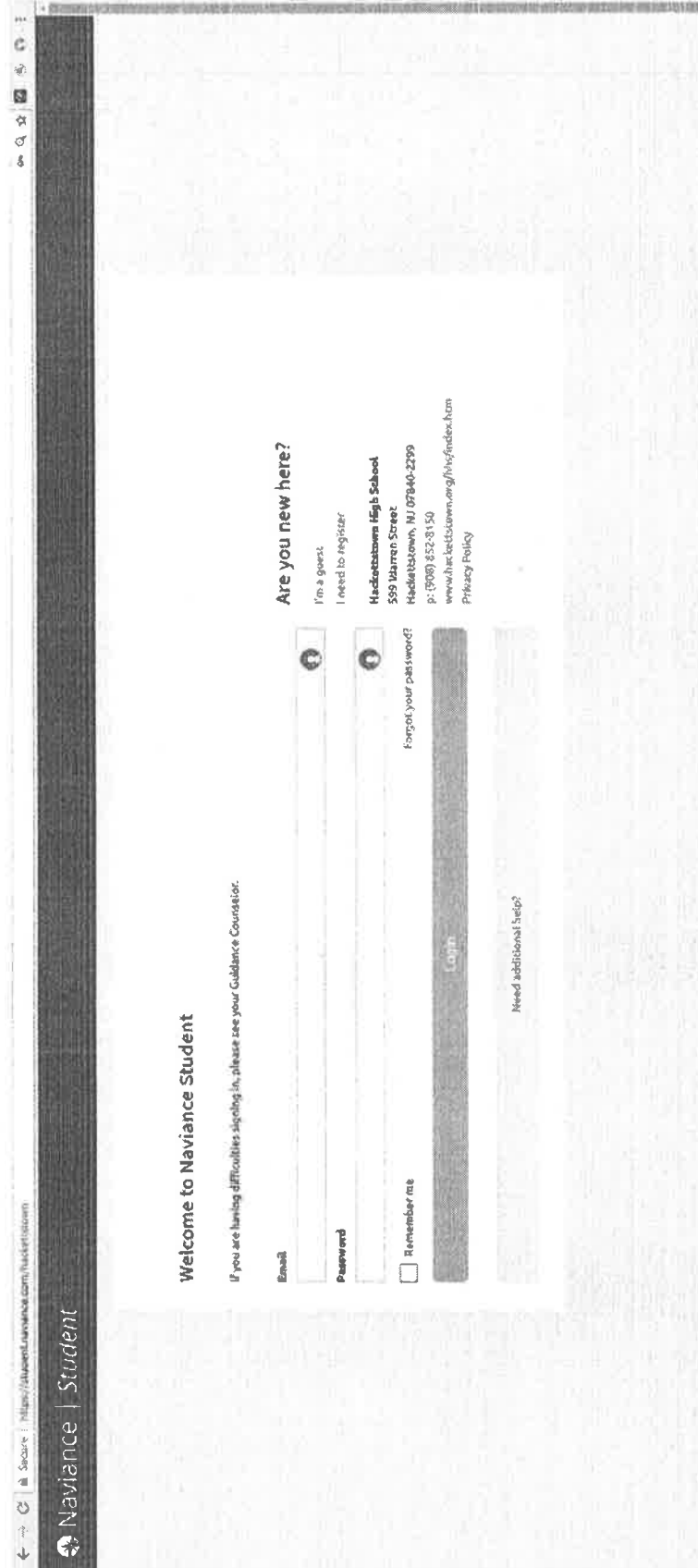
AND

LETTERS OF RECOMMENDATION

LOG IN TO NAVIANCE

GO TO:

<https://student.naviance.com/hackettstown>



New for 2018-19

- 1.) New student user interface focusing upon increasing functionality for: cell phones, tablets, desktops and laptops.
- 2.) New improved teacher letter of recommendation hub providing teachers an improved experience for uploading and sending letters and forms.

Sequence for Applications – Apply to college prior to using Naviance

- Students should complete their college applications prior to requesting transcripts and letters of recommendation
- Transcripts and letters can only be sent once electronically through Naviance, if the college cannot access the documentation due to “timing out”, then the transcript will need to be mailed delaying the applications process.

Click on: COLLEGES I'm applying to

The screenshot shows the Naviance Student website interface. At the top, there is a navigation menu with links for Home, College, Career, and My Naviance. Below the menu is a search bar containing the text "COLLEGES" and a "SEARCH" button. The main content area is divided into several sections:

- Welcome!**: A message from the High School Guidance Department, welcoming Michael and providing information about resources for making good choices about post-secondary goals. A "Read more" button is present.
- Important! To Do, and! Tasks**: A section with a "Go to My Planner" button, encouraging users to relax and get ahead by going to My Planner to see what's next or create a goal to do.
- Resources to get ready**: A section with a "Go to My Planner" button.
- My Favorites**: A section with three links: "COLLEGES I'm thinking about", "COLLEGES I'm applying to" (highlighted with a red arrow), and "CAREERS AND COURSES I'm thinking about".
- What's New**: A section with the text "Nothing new to review this visit. Check back later."

If Applicable: Complete Common App Match

Secure | <https://student.naviance.com/college/matchapp-26>

Home | College | Alerts | Naviance | My Naviance

Naviance | Student

Colleges I'm applying to

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to relevant applicant accounts to get started.

SEARCH ACCOUNTS

SEARCH BY COLLEGS

Manage Transcripts | Compare Me | +

+ REQUEST TRANSCRIPTS | REMOVE

College that I'm attending: N/A

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.

extended profile available

Update

Common App Match Screen

Naviance Student | Student

Common App Account Matching

Note: Once you install account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place in just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

[Match Accounts](#)

[I don't need this.](#)

TIPS

These tips will help you successfully match your accounts.

- Make sure you use the email address that you chose for your Common App account
- Make sure that last name on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the date of birth on your Naviance Student account matches the date of birth on your Common App account.

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logged in as **Michael Lemison**
LOG OUT

Hackettstown High School
509 Warren Street
Hackettstown, NJ 07840-2299
tel: 908-852-8150
www.hackettstown.org/hs/online.htm

Manually Add Colleges to "Colleges I'm applying to" Screen

Colleges I'm applying to

it looks like you are not currently able to apply to Common App schools.
Match your Common App account to this site's student account or log in.

College	Apply	Manage Transcripts	Compare Info	+

REQUEST TRANSCRIPTS REMOVE

College that I'm attending:
N/A

Letters of recommendation
Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.

Hackettstown High School
599 Warren Street
Hackettstown, NJ 07840-2259
P: (609) 952-8150
www.hackettstown.org/high/college.htm
Contact Counselor

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logged in as: Michael Lambee
LOG OUT

Add New College Application

Only request transcript if you have already applied

The screenshot shows a web browser window with the URL <https://student.naviance.com/college/application/170453>. The page title is "Naviance | Student". The main heading is "Add New College Application".

The form contains the following sections:

- STEP 1** Add Application: Includes a "Request Transcript" checkbox.
- STEP 2** Request Transcript: Includes a dropdown menu for "Which college are you applying to?" with "Centenary University" selected.
- App type**: Includes a dropdown menu for "College already in your application list would be unavailable for selection." with "Regular Decision" selected.
- I'll submit my application**: Includes a dropdown menu for "Direct to the Institution" with "I've submitted my application" selected.

At the bottom of the form, there are two buttons: "Add Application" and "ADD AND REQUEST TRANSCRIPT".

Footer information includes:
Hackettsboro High School
199 Heron Street
Hackettsboro, NJ 07840-2299
P: (908) 852-4150
www.hackettsboro-nj.org/hs/index.htm
Contact Counselor

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Logged in as Michael Lamisea
LOG OUT

College successfully added to list!

Colleges I'm applying to

It looks like you are not currently able to apply to Common App schools. Refresh your Common App account to Naviance Student account to get started.

Match Alerts

Manage Transcripts Compare My REQUEST TRANSCRIPTS REMOVE

Search by college

College	Type	Deadline	Office materials	Transcripts	Submission Type	Application	Score
Centenary University	RD	Regular Decision	Pending	no request	Application	Submitted	SCORE

College that I'm attending: N/A

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.

Update

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logged in as Michael Lambone
LOG OUT

MacDietzville High School
599 Warren Street
MacDietzville, NJ 07840-2299
P: (908) 852-6150
www.macdietztownshipnjhsnjhsd.net
CONTACT COURSE/02

Submission Types

Make sure that your application matches the submission type

Colleges I'm applying to: X

Secure | <https://student.naviance.com/colleges/applying-thy1>

Naviance | Student

Colleges I'm applying to

It looks like you are currently able to apply to Common App schools. Each year, Common App is subject to a limited number of schools, so you may not be able to apply to all schools.

Match Accounts

Manage Transcripts Compare Ave

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Coda Western Reserve University	RD	Regular Decision	January 15	no request		Submitted ✓ EDIT MORE ↑
<input type="checkbox"/> Centenary University	RD	Regular Decision	no request	Pending		Submitted ✓ EDIT MORE ↑
<input type="checkbox"/> Florida State College at Jacksonville	RD	Regular Decision	no request	Pending		Submitted ✓ EDIT MORE ↑
<input type="checkbox"/> Warren County Community College	RD	Regular Decision	no request	Pending		Submitted ✓ EDIT MORE ↑

College that I'm attending: N/A

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.

Request Transcripts

Colleges I'm applying to: 4 selected

4 selected

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input checked="" type="checkbox"/> Case Western Reserve University	RD	Regular Decision	no request	Pending		Submitted EDIT MORE
<input checked="" type="checkbox"/> Centenary University	RD	Regular Decision	no request	Pending		Submitted EDIT MORE
<input checked="" type="checkbox"/> Florida State College at Jacksonville	RD	Regular Decision	no request	Pending		Submitted EDIT MORE
<input checked="" type="checkbox"/> Warren County Community College	RD	Regular Decision	no request	Pending		Submitted EDIT MORE

College that I'm attending: N/A

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.

Transcript Request Screen

Naviance Student | Student

Request College Application Transcript

What type of transcript are you requesting?

Where are you sending the transcript to?

Cape Western Reserve University

Central City University

Florida State College at Jacksonville

Volusia County Community College

Madinetown High School
599 Warren Street
Madinetown, NJ 07840-2289
p: (908) 852-6150
www.madinetownnjhighschool.com
Contact Counselor

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Logged in as Mitchell Lambson
LOG OUT

LETTER OF RECOMMENDATION REQUESTS

Letter of Recommendation requests in naviance should only be completed if you have previously asked the recommender in person.

Recommenders should be given adequate time to complete the request.

Accessing the letter request system

Colleges I'm applying to | <https://studentaid.gov/colleges/> | [Helping US](#)

If links like you are not currently able to apply via Common App website. Search your Common App account for Naviance Student account to get started.

SEARCH RESULTS

Manage Transcripts | Compare Size | REQUEST TRANSCRIPTS | REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type	Applications
<input type="checkbox"/> Case Western Reserve University	RD	Regular Decision	no request	Pending	Submitted	Submitted
<input type="checkbox"/> Campbell University	RD	Regular Decision	no request	Pending	Submitted	Submitted
<input type="checkbox"/> Florida State College at Jacksonville	RD	Regular Decision	no request	Pending	Submitted	Submitted
<input type="checkbox"/> Warren County Community College	RD	Regular Decision	no request	Pending	Submitted	Submitted

← extended deadline available

College that I'm attending: N/A

Letters of recommendation
Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.

Madisonville High School
305 Warren Street
Madisonville, NJ 07054-2299
Tel: (908) 622-6153
www.k12madisonville.com/hs/index.htm
Contact: Counselor

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Logged in as: Michael Lavelle
LOC 037

Click: Add Request

The screenshot shows a web browser window with the URL <https://naviance.com/family-connection/parents-as-recommenders>. The page header includes navigation links: HOME, College, Careers, About Us, My Naviance, and Log Out. The main content area is titled "Letters of recommendation" and "Your Requests". Below this, a sub-header reads "You can request new letters of recommendation and track the most recent status of your requests here." A horizontal menu contains "Recommendation For...", "Details", "Recommendation", and "Status". A central message states "Your recommendation requests will show up here." with a mail icon. A "Add Request" button is visible on the right side of the page.

Completing Letter of Recommendation Request

Navigation | Secure | https://static.nvcc.edu/family-connection/webtools/forms-of-recommendation/#/add-request

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teacher plenty of time to write your recommendation!

1. Who would you like to write this recommendation? *
Lamson, Richard
2. Select which colleges this request is for: *
 - Choose specific colleges from your College/In Applying To list

Colleges	Done
<input checked="" type="checkbox"/> Case Western Reserve University 2 required / 1 allowed / 0 requested	Jun 13 2019
<input checked="" type="checkbox"/> Case Western University 1 required / 1 allowed / 0 requested	
<input type="checkbox"/> Florida State College of Jacksonville 1 required / 1 allowed / 0 requested	
<input type="checkbox"/> Western County Community College 1 required / 1 allowed / 0 requested	
3. Add correct and future colleges I add to my College/In Applying To list.

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Dear Teacher:
Thank you for agreeing to write a letter of recommendation for Case Western and Case Western.

2000 characters remaining

* Indicates a required field

Letter of Recommendation Requested!

Naviance | Student

Logout

Home Complete Letters Submit My Requests

Letters of Recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Recommendation For	Deadline	Recommender(s)	Status	Action
Case Western Reserve University 2 required/4 allowed/1 requested	Jan 15 2019	Michael Lambson	Requested	Cancel Request
Case Western Reserve University 2 required/4 allowed/1 requested	Jan 15 2019	Michael Lambson	Requested	Cancel Request

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Family Connection (200) 444-4444, 10.1.5.4